



Office of the Attorney General

State of Texas

December 29, 1992

DAN MORALES

ATTORNEY GENERAL

Mr. Gary W. Smith
City Attorney
City of Galveston
P. O. Box 779
Galveston, Texas 77553-0779

OR92-702

Dear Mr. Smith:

You ask whether certain information is subject to required public disclosure under the Texas Open Records Act, V.T.C.S. art. 6252-17a. Your request was assigned ID# 18167.

The City of Galveston (the "city") has received a request for certain mailing list information. Specifically, the requestor seeks "a mailing list on the names and addresses of the people in Galveston, who are utility customers who are on your water division." The requestor seeks the information on mailing labels.

Although you do not object to release of records reflecting the names and addresses of city utility customers, you advise us that the city does not keep the information in a format that allows it to be produced on mailing labels. You claim that the Open Records Act does not obligate you to make the requested information available on mailing labels. We agree. The Open Records Act does not require the preparation of information in a form requested by a member of the public, Open Records Decision No. 467 (1987), or the preparation of information on a schedule dictated by the requesting party, Attorney General Opinion JM-672 (1987). *See also* Open Records Decision Nos. 606 (1992); 483 (1987); 145 (1976). Accordingly, we conclude that you need not release the requested information in the form requested.

Because case law and prior published open records decisions resolve your request, we are resolving this matter with this informal letter ruling rather than with a published open records decision. If you have questions about this ruling, please refer to OR92-702.

Yours very truly,

A handwritten signature in cursive script, reading "Kym Oltrogge", is written over the typed name.

Kym Oltrogge
Assistant Attorney General
Opinion Committee

KKO/GCK/lmm

Ref.: ID# 18167

cc: Mr. Tony Martinez
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